

Legislature 2011

Thursday, October 14 • 9 a.m. – 4:30 p.m.
Jorgenson's Inn and Suites
Investment is \$110 *

Government's role is to serve the public interest. Our success in fulfilling that role depends on clear communication, complete information, and decisive action.

Perhaps nowhere is this more apparent than in the interaction between the legislative and executive branches. While relations between the two branches are sometimes stormy, neither one can work without the other.

In the advent of the 2011 Legislative Session, the Professional Development Center is presenting a day of training on working with the Legislature. The goal of this seminar is to help executive branch managers prepare for providing clear information to the Legislature.

The workshop will cover six topics, each presented by a manager with extensive experience in the area.

The Legislative Process

Susan Byorth Fox, Executive Director of Legislative Services will describe how the process works; subcommittee to committee to floor; first, second, and third readings; when a bill is dead; transmittal dates; conference committees; special requirements for appropriations.

The Budget Process

Sue Daly, Chief Fiscal Officer at FWP, will outline how the legislature passes the biennial budget from joint subcommittees at the beginning of the session to conference committee near the end, plus the role of the Budget Office and the Legislative Fiscal Division.

Preparing Fiscal Notes

Sue Daly will also discuss the purpose of fiscal notes; why they're necessary; who should prepare them; developing assumptions; avoiding fiction; how to explain when data are not available.

Lobbying Protocol

Ann Brodsky, Chief Legal Counsel for the Governor, will provide valuable tips on providing information to legislators; when and how to approach them; methods of communicating; fact sheets and other printed matter.



Preparing Justifications

Tammy LaVigne, Centralized Services Administrator for DLI, will describe the purpose of justifications: budget justifications versus program justifications; what data to include; what data is unnecessary; economy and clarity of language; drafts and revisions; who should be involved.

Presenting to Legislative Committees

Tammy LaVigne will also provide advice on preparation; practice; presentation; protocol; public speaking; briefing papers; audio-visual aids; responding to questions; coordination of a presenting "team."

Make plans now to attend this vital session. Your agency will have an interest in many issues facing this legislature. Your own ability to work effectively with the legislature can have a direct impact on how those issues work out — and on how the public interest is served.

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